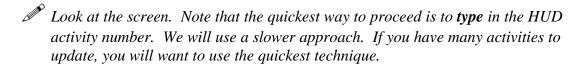
EXERCISE 20. COMPLETION HOME ACTIVITY: FIRST-TIME HOME BUYER

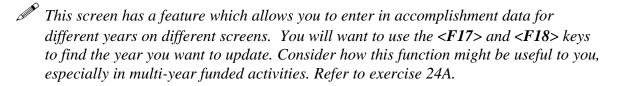
We are going to report the completion of our HOME First-time homebuyer activity. Use $\langle F8 \rangle$ to move quickly through screens that require no change. Use $\langle F9 \rangle$ or *<Enter>* after making changes.

Completion Activity

1. At the MAIN MENU, go to REVISE ACTIVITY.



- 2. Using <F2>, select the Project under which you set up your HOME-funded first-time homebuyer activity. Press **Enter>** as necessary to display the appropriate activity.
- 3. If necessary, update the "REVISE ACTIVITY" screen, save and move to "PROCESS ACTIVITY" screen.
- 4. Check the **ENVIRONMENTAL ASSESSMENT CODE** to see if it needs to be updated to "Completed". Save and move to the "SET UP ACTIVITY" screen.



- 5. Find the screen for the appropriate year using the $\langle F17 \rangle$ and $\langle F18 \rangle$ keys. In the ACTUAL field, put in the correct selection (same as for PROPOSED) and the number of units completed (1). Type in (very brief) an accomplishments narrative. Save and move to the "Money" screen.
- 6. **Type** an "X" next to the program that you want to revise (HOME). If you need to revise the amount of HOME funds estimated for this activity, this is the place! Remember that you will also have to revise the "ACTIVITY FUNDING" screens with the revised funding amounts. Save and move to the "HOME" screen.
- Select "COMPLETION", "HOMEOWNERSHIP ASSISTANCE" and move to the "HOMEOWNERSHIP 7. ASSISTANCE COMPLETION" screen.
 - Use <**F1**> to check the values for the first two fields. Note that after you have selected a number, IDIS displays the complete response (e.g., "1-4 Single Family" or "Acquisition

- Only"). Answer the questions in the next fields. Save and move to the second "HOMEOWNERSHIP ASSISTANCE COMPLETION" screen.
- 8. **Type** in the information on the HOME Funds used for this activity. Save and move to the "HOME COMPLETION DOWNPAYMENT ASSISTANCE" screen.
- 9. **Type** in the information on the HOME funds used for downpayment assistance. Save and move to the third "HOMEOWNERSHIP ASSISTANCE COMPLETION" screen.
- 10. **Type** in the amount of other funds used for this activity. Save and move to the "HOME CHARACTERISTIC DATA" screen
- 11. Fill in appropriate values. Use **<F1>** to obtain the values for the various fields. Generally, for first-time homebuyers, the <u>UNIT NUMBER</u> is always "1" and the <u>TEN CONT</u> and <u>SUBS AMT</u> are left blank. In the event that the house being acquired included a tenant in a basement apartment, you would fill out a second line listing <u>UNIT NUMBER</u> "2" and <u>TEN CONT</u> would be the rent paid by the tenant. <u>SUBS AMT</u> would be blank unless the tenant was receiving a rent subsidy. Fill in the rest of the information as appropriate.
- 12. Return to the "Money" screen.
- 13. If you are sure the last draw has been processed, press **<F7>** to return to the "Accomplishment" screen. Change the <u>ACTIVITY STATUS CODE</u> to "Completed" and press **<F9>** to save the information. Note that the <u>COMPLETION DATE</u> field is now green. Enter the date in the COMPLETION DATE field, press **<F9>** to save the information.
- 14. Return to the MAIN MENU.

